



Diocese of Chelmsford Vine Schools Trust

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Registered in England No 8709542. Registered Office 53, New Street Chelmsford CM1 1AT

Standards and Performance Committee Meeting Minutes

DATE AND TIME: Friday, 22nd September 2017 at 10.00am
VENUE: Chelmsford Diocesan Offices

MEMBERSHIP:

JCo	Joan Costello*	Director
CH	Caroline Haynes*	Director
DO	Doris Olulode*	Director
BP	Becky Poynter*	Director
ES	Elizabeth Snowden*	Director
PH	Philip Howlett*	Director

IN ATTENDANCE:

JW	Jackie Williams*	Academy Improvement Lead
SH	Sharon Hogan*	Clerk

*indicates attendance

+ indicates absence

VINE TRUST SCHOOLS:

BUL	Bulphan CE Primary School, Bulphan
GRE	Great Clacton CE Junior School, Clacton
HOW	Howbridge CE Junior School, Witham
JCO	St James CE Primary School, Colchester
LAT	Latchingdon CE Primary School, Latchingdon
MBG	St Margaret's, Bowers Gifford
MIS	Mistley Norman CE Primary School, Manningtree
ROL	Rolph CE Primary School, Thorpe le Soken
SAA	St Andrews CE Primary School, Weeley
SJH	St James CE Primary School, Harlow
SMI	Southminster CE Primary School
STC	St Cedd's CE Primary School, Bradwell
STO	St Osyth CE Primary School, Clacton

39/17 **WELCOME AND PRAYER**
Caroline Haynes welcomed everyone to the meeting and opened with a prayer.

40/17 **APOLOGIES FOR ABSENCE**
No apologies were received.

41/17 **NOTIFICATION OF ANY OTHER BUSINESS**
No other business.

42/17 **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF PECUNIARY INTEREST**
There was nothing to report.

43/17 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 14th July 2017 were agreed and signed as a true record.

44/17 **MATTERS ARISING**

There were no matters arising that were not included in the current agenda.

45/17 **ACCOUNTABILITY FRAMEWORK**

AIL reported that the framework stays the same for now but later in the term there will be some changes. Ofsted are looking at short inspections which will be better for the Vine.

The CEO must be invited to the final meeting. As soon as the call is received the CEO and AIL will clear their calendars and be available – this could prove more difficult as the Vine grows and possibly a Board member will be on standby.

There are 3 Vine Academies awaiting Ofsted that Jackie is working with.

AIL was asked to put together an A4 sheet – statement of intent – protocols – best endeavours to support staff throughout the complete Ofsted process.

The next step is for MAT's to be inspected.

46/17 **STANDARDS UPDATE**

AIL updated the meeting on progress measures – a summary was produced which was discussed.

All Academy results were positive some were outstanding and those Academies are listed below.

Letters of congratulations to St. James Harlow; St. Margaret's and St. Andrew's were agreed to be sent along with a certificate of excellence for progress in all 3 areas.

The HT at St. Osyth sent a report to the meeting which was very well received and it was agreed that a letter of thanks stating the good work being implemented would be sent to the HT.

The HT at Mistley Norman shared some case studies with the meeting which showed the excellent work that is being done at Mistley Norman and it was decided that a letter of thanks to the HT would be sent by the Chair.

For the 4 new schools that have recently joined the Vine – the meeting would like to see their data to see where they are on their journey and as a Trust how can we support them.

A discussion took place on the Relationship Project being conducted by Rob Lowe in Cambridge. It was agreed that Philip Howlett would look into what funding is available and the AIL would investigate the relationship project that is being conducted by Rob Lowe in Cambridge.

The meeting would like to have a list of Vine Academies that are due an Ofsted inspection within the next 12 months by the next meeting so the S&P Committee can see where we are and how we can offer support.

The HT at Latchingdon raised concern over the Christian ethos – the meeting decided it would be good for Ruth Everett to go to St. Margaret's – AIL will contact Ruth direct to arrange this meeting.

The meeting would like to see Desktop Risk Assessment as an agenda item for the next meeting. AIL to put together a brief for the discussion.

47/17 **ACADEMY VISITS**

The Committee has produced a Pro-forma for all Director Visits to an Academy. The meeting agreed that this item should be on the Board Meeting Agenda not S&P Committee Agenda.

48/17 **NEW CONVERTORS**

On the 1st August Bulphan, Belchamp St. Paul and Ridgewell joined the Trust.

49/17 **SUMMARY OF RECOMMENDATIONS TO TRUST BOARD**

1. Academy Visits to be added to the Board Meeting Agenda so a discussion can take place on the relationship with Board member and schools. Add agenda item to the ALB meetings – what do heads want from these visits.
2. Letters of good progress to St. Osyth, Mistley Norman, St. Andrew’s, St. Margaret’s and St. James Harlow.
3. The Trust to issue a statement of intent to provide all academies with protocols and best endeavours to support staff throughout the complete Ofsted process.

50/17 **ANY OTHER URGENT BUSINESS**

None.

51/17 **FUTURE MEETINGS will be held at 10.00am:**

2017/18

Autumn 2 1st December

Spring 1 9th February

Spring 2 16th March

Summer 1 11th May

Summer 2 13th July

2018/19

Autumn 1 21st September

52/17 **CLOSING PRAYER**

The meeting closed at 12.15 pm with a prayer.

SUMMARY OF DECISIONS BY DIRECTORS	
46/17	To send congratulations letters and certificates of excellence to St. Andrew’s, St. Margaret’s and St. James Harlow. Letters to be sent to St. Osyth and Mistley Norman thanking them for their reports and acknowledging the progress made. Agenda item for next S&P Committee Meeting Agenda – Desktop Risk Assessment.
47/17	Academy Visits to be an agenda item on the Board Meeting Agenda not the S&P Committee Agenda.

	SUMMARY OF ACTION REQUIRED	OWNER	TIMELINE
45/17	AIL to produce an A4 sheet statement of intent with protocols and best endeavours to support staff throughout the complete Ofsted process.	Jackie Williams	By next meeting on 1 st Dec 2017
46/17	Chair to send congratulation letters to St. Andrew’s; St. Margaret’s and St. James Harlow along with Certificates of Excellence. A letter to HT’s at St. Osyth and Mistley Norman thanking them and their staff for their hard work would be sent by the Chair.	Chair	By half term
	The 4 new schools that have recently joined the Vine to receive their data for discussion at the next meeting.	Jackie Williams	For next meeting on 1 st Dec 2017

46/17	<p>Philip Howlett to look in to what funding is available for the Vine in respect of a relationship project.</p> <p>AIL to investigate the relationship project being conducted by Cambridge.</p> <p>AIL to produce a list of all Vine Academies that are due an inspection over the next 12 months.</p> <p>AIL to contact Ruth Everett to visit Latchingdon concerning the Christian Ethos that the HT raised concern over.</p> <p>AIL to write the brief for applying desktop risk assessment as an agenda item for next meeting.</p>	<p>Philip Howlett</p> <p>Jackie Williams</p> <p>Jackie Williams</p> <p>Jackie Williams</p> <p>Jackie Williams</p>	<p>Update at next meeting on 1st Dec 2017</p> <p>Update at next meeting on 1st Dec 2017</p> <p>For next meeting on 1st Dec 2017</p> <p>Update at next meeting on 1st Dec 2017</p> <p>For next meeting on 1st Dec 2017</p>
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